

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF DECEMBER 14, 2015

Members Present: Ryan (Chair), Raymond, Marcellino

Other Council Members Present: Shapiro, Moran, Shaiken

Staff Present: Hart, Trahan, Capriola, Vincente, Meriwether

Guests: Atty. Ken Weinstock, Kainen, Escalera & McHale, PC
Jeff Ziplow & Sam Weil, BlumShapiro

1. Meeting called to order at 5:30pm
2. Approval of minutes for November 17, 2015

Raymond moved and Marcellino seconded to approve the minutes of the November 17, 2015 meeting. Motion approved unanimously.

3. Opportunity for Public Comment – None
4. Staff Reports – None at this time
5. Policies and Procedures Update – None at this time
6. Community Center Fees – Curt Vincente, Director of Parks & Recreation reviewed the proposed changes in recreation and membership fees and answered questions from the Committee.

Raymond moved and Marcellino seconded to recommend acceptance of the Community Center Fees as recommended by staff and RAC on December 14, 2015 to the Town Council. Motion passed unanimously.

7. Fraud Policy, Whistleblower Policy, Fraud Tip Line – Maria Capriola, Assistant Town Manager distributed a slightly revised Whistleblower Policy and Fraud Policy from that which was in the Finance Committee packet. The updated versions are attached to these minutes. Town Manager Matt Hart provided opening comments; Capriola provided an overview of the policies; Labor Attorney Ken Weinstock provided additional thoughts and comments on the policies as written. The Committee discussed at length the ability/responsibility for reporting to the Mayor or Board Chairman in the event that senior management is involved in the claim. Capriola and Weinstock will work on revisions to the policies as discussed with the Committee. They will return to the Finance Committee with red-lined versions for their review. Councilor Raymond also requested that additional training be provided to the Ethics Board regarding these policies. Capriola confirmed that the final policies will be distributed and reviewed at the next Ethics Board meeting.
8. Financial & Operational Controls Review/Follow-up Test Results – Jeff Ziplow, BlumShapiro gave a brief overview of the entire Financial & Operational Controls Review for any new Councilors. He reviewed the Phase II testing results noting that all controls successfully passed. Ziplow and Trahan discussed the ongoing effort to ensure that all departments are submitting purchase orders and awaiting approval prior to initiating a purchase. Ziplow answered questions from the Committee regarding specific testing results. Council Raymond asked how the Committee will know when the financial policies and procedures are updated. Trahan responded

that an annual review of the policies and procedures will be done by the Accounting Manager. Any recommended changes will be discussed with the Finance Director and provided to the Finance Committee in a red-lined version of the Policies and Procedures Manual.

9. Communications/Other Business/Future Agenda Items – Future agenda items include:
- ⇒ Revised Fraud & Whistleblower Policies
 - ⇒ Discussion on the procedures for tax collection when there is a transfer of property (either commercial to commercial or residential sales)
 - ⇒ Update on the Fee Waiver program changes – program
 - ⇒ Review of Purchasing Ordinance
 - ⇒ Level at which we propose bonding
 - ⇒ Continue review of the Fiscal Management Policies (Fund Balance complete, need to update Investment, Debt, etc)
 - ⇒ Discussion with Mansfield Discovery Depot regarding a preschool subsidy
 - ⇒ Parameters for building permit fee reductions
10. Adjournment. The meeting adjourned at 6:48 pm.

Raymond moved and Marcellino seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,
Cherie Trahan, Director of Finance